

**Pre-Proposal Conference and Site Tour
for
Paducah Infrastructure Support Services
Request for Proposal (RFP) No. 89303319REM000057**

On February 11, 2020, the Department of Energy (DOE) will conduct a pre-proposal conference and site tour for parties interested in the Paducah Infrastructure Support Services (Pad ISS) procurement. Attendance at any or all of these events is not mandatory. The Government will not reimburse any contractor for expenses related to attendance at these activities.

Pre-Proposal Conference

The pre-proposal conference will be held on Tuesday, February 11, 2020, and will outline the major components of the RFP for this procurement. The conference will be held at the Holiday Inn, 600 N 4th St., Paducah KY 42001. On-site check-in and registration for the conference will begin at 8:00 AM Central Standard Time (CST) the morning of the conference. The conference will begin at 8:30 AM and will end at approximately 11:30 AM. DOE will not answer any questions during the conference. However, interested parties are invited to submit their comments pertaining to RFP on 3 x 5 inch cards to be provided at the solicitation conference or via the e-mail address at pad_iss@emcbc.doe.gov. These questions will be answered on the procurement website along with the rest of the RFP questions.

No recording, copying or transcription devices will be allowed in the conference room by attendees. Only DOE may record the solicitation conference. Slides presented at the solicitation conference will be subsequently posted on the Paducah Infrastructure Support Services procurement website at https://www.emcbc.doe.gov/SEB/pad_iss/index.php.

Site Tour

DOE will conduct a tour of the Paducah Site on Tuesday, February 11, 2020. The site tour will begin at approximately 12:30 PM CST and is expected to last approximately 3 hours. The site tour will generally consist of a driving tour throughout the Paducah Site and stopping at designated facilities.

Tour participants must check-in for the site tour during the conference prior to the break for lunch and report back for the tour by 12:30 PM CST on Tuesday, February 11, 2020. A valid form of picture ID must be provided to security personnel in order to obtain entrance to the site, and only U.S. citizens are permitted to attend. A safety/security briefing, and security processing for all participants will be conducted at approximately 11:15 AM before the lunch break and then participants will be transported from the Holiday Inn to the site for the tour at 12:30 PM. The bus will return to the Holiday Inn upon completion of the tour.

It is recommended that all participants dress casually and wear comfortable walking shoes (no open-toed shoes or high heels). Safety shoes are not required; however, shoes worn shall be closed-toe, made of leather or other substantive materials (not cloth). If special accommodations are required, please notify Travis Taggart when registering for the tour.

Security requirements dictate that all participants remain with the tour group for the duration of the tour. There are also several prohibited/controlled items that are not allowed at the Paducah Site. These items are real or simulated firearms and ammunition, stun guns, alcoholic beverages, illegal drugs and paraphernalia, explosives, hand-held weapons, chemical irritants, and items prohibited by state and federal law. Other items not allowed on the tour are copying devices, electronic recording devices, cameras, radios, cellular telephones, blackberries (an emergency number will be available), and knives with blades more than two inches long. Contraband brought to the Paducah Site will be confiscated.

Please be aware that all hand-carried items (packages, briefcases, handbags, purses, etc.) will be subject to inspection. DOE will not be responsible for securing any items during the tour, so it is recommended they be locked in your vehicle. Please keep hand-carried items to a minimum. Questions will not be entertained during the tour. However, interested parties are invited to submit comments pertaining to the RFP and/or the site tour on 3 x 5 inch cards or via the e-mail address at pad_iss@emcbc.doe.gov. These questions will be answered on the procurement website along with the rest of the RFP questions.

The site tour is for informational purposes only. A prepared script will be used for the site tour and will be available on the procurement web site after the tour is conducted. Any statements and/or representations made during the tour are not binding in any way on DOE or in any respect to the Paducah Infrastructure Support Services procurement. Tour participants are cautioned that the **ONLY** controlling documents/information is the RFP and any amendments issued henceforth.

Registration Information

Interested organizations are requested to participate in the solicitation conference and site tour, including firms that are interested in submitting a proposal as a prime contractor lead entity in response to the RFP. Firms interested in submitting a proposal as a prime contractor lead entity may request the participation of personnel from their key subcontractors and/or teaming partners. Attendance for each event may be requested for up to **three** individuals for each organization or lead entity interested in submitting a proposal, including key subcontractor and/or teaming partner personnel. Note that DOE may limit the number of individuals for each organization or lead entity to **two or less** for the site tour depending on the number of registrants due to a limited amount of seating on the tour bus.

Due to security concerns and the amount of time necessary to process requests from foreign nationals, only U.S. citizens may attend the events. U.S. citizens wishing to attend the conference and tour should pre-register and shall provide the following information:

- Full Name of Individual (a valid government issue photo ID brought the day of tour)
- Company/Organization Represented
- Telephone Number
- E-mail Address
- Citizenship (must be a U.S. citizen)
- Be a minimum of 18 years of age

Requests for participation in each event must be provided to pad_iss@emcbc.doe.gov by 5:00 PM Eastern Time on Sunday February 9, 2020. Subsequent thereto, DOE will provide confirmation of the scheduled date and time for each event. Additionally, it is noted that the list of attendees will be posted to the procurement website following the solicitation conference.

Any questions regarding this event should be directed to the Contracting Officer, Travis Taggart at travis.taggart@emcbc.doe.gov.